



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position:

## **SUPPORTIVE HOUSING AND SHELTERING PROGRAM MANAGER FOR CDBG-DR**

The Supportive Housing and Sheltering Program Manager for Disaster Recovery is responsible for the implementation and administration of one of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Housing Programs in accordance with established policies and procedures. The Manager will play a critical role in coordinating the implementation of the Supportive Housing and Sheltering Program as it launches and moves towards implementation. This self-motivated, enthusiastic, community-driven team member will work with and support the vulnerable populations in the territory. This individual will also work closely with the Senior Housing Manager and Housing program staff, consultants, contractors, and will liaise with grantees, Territorial, and Federal Officials.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Provides overall leadership to the Supportive Housing and Sheltering Program team.
- ⇒ Work closely with nonprofit organizations to support the vulnerable populations in the territory.
- ⇒ Nurtures relationships with and works closely with the nonprofits and community partners.
- ⇒ Performs all tasks necessary to ensure that the launch and implementation of the program is done effectively, in a timely manner, and in accordance with both the program's policies and procedures, and HUD guidelines.
- ⇒ Ensures that program milestones are maintained, and deadlines are met, all within budgetary guidelines and constraints.
- ⇒ Formulates, organizes and monitors the overall performance of the Program.
- ⇒ Manage Subgrantee(s).
- ⇒ Decides on suitable strategies and objectives in consultation with the Housing Senior Manager, and DR consultants.
- ⇒ Assists in the creation and review of program documents, FAQs, and other program materials, and ensures that they are disseminated, as appropriate, to the public, developers, and program participants, and works with the Communications/PR Manager to ensure that the documents are posted on the VIHFA website.
- ⇒ Works closely with other CDBG-DR Staff to ensure efficient administration of the Program.
- ⇒ Evaluates the work of housing consultants and staff to ensure that deliverables are met and suggests modifications, as necessary.
- ⇒ Provides responsive, high quality service to grantees, developers, other CDBG-DR staff, Territorial and Federal Officials, consultants, contractors and the general public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.
- ⇒ Participates in Program status and progress meetings with Senior staff, HUD and consultants.
- ⇒ Assesses program performance, and suggests appropriate changes, as necessary, to maximize participation, efficiency and productivity.
- ⇒ Resolves all program issues. Prepares and reviews KPI metrics and reports for Senior staff and HUD, with the assistance of consultants.

### **QUALIFICATIONS:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Political Science, or related field preferred.
- ⇒ **Experience:** 2-4 years of program management experience, preferably in affordable and mixed-use housing development. Work in the development of project based, subsidized and affordable housing preferred. Previous experience working in CDBG, CDBG-DR or other federal funding sources, or disaster related housing services, a plus. Previous experience working in real estate development, affordable housing, and the use of forgivable loans and/or Low-Income Tax Credits, preferred. Equivalent combination of education and experience.

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- ⇒ **Knowledge, Skills and Abilities:** General knowledge and understanding of CDBG, CDBG-DR preferred; Strong analytical, problem-solving and decision-making capabilities; Ability to establish and maintain effective working relationships in the course of performing your duties as Program Manager; Excellent verbal, interpersonal and written communication skills; Team player with the ability to work in a fast-paced environment; Proficiency in MS Office Applications (Word, PowerPoint, Excel, Outlook); Strong verbal, interpersonal and written communication skills; Superior interpersonal skills including courtesy, professionalism, empathy, and a cooperative attitude; Ability to respond effectively to sensitive inquiries or complaints; Ability to work with highly sensitive and confidential information; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Ability to be flexible and work under pressure; Attention to detail. Valid Virgin Islands Drivers License.

**SALARY:** \$54,080-\$68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date.

Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). **Deadline for submittal of application package is Friday, April 9, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*